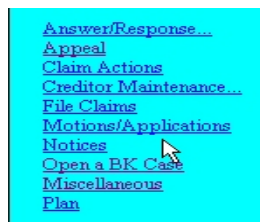


**Motion to Withdraw Reference.**

**STEP 1** Select **Bankruptcy or Adversary**, whichever is appropriate, from the *Main Menu*, and then click on the **Motions/Applications** hypertext link.



**STEP 2** The **Case Number** entry screen displays.

A screenshot of the 'Case Number' entry screen. It has a title bar that says 'Case Number'. Below the title is a text input field containing '03-20820'. At the bottom of the screen are two buttons: 'Next' and 'Clear'. A mouse cursor is pointing at the 'Next' button.

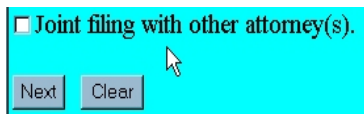
- ◆ **Case Number** - enter a case number in YY-NNNNN format
- ◆ Click on the **Next** button

**STEP 3** The select the type of **motion/application** being filed screen displays.

A screenshot of the motion/application selection screen. It features a list box with the following options: 'Transfer Divisional Venue', 'Use Cash Collateral', 'Vacate Discharge', 'Vacate Order', 'Value Property', 'Waive Appearance', 'Withdraw As Attorney', and 'Withdraw Reference'. The 'Withdraw Reference' option is highlighted. Below the list box are 'Next' and 'Clear' buttons. A mouse cursor is pointing at the 'Next' button.

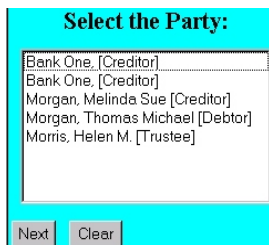
- ◆ Scroll through the options and highlight **Withdraw Reference**.
- ◆ Click on the **Next** button.

**STEP 4** The **Joint filing with other attorney(s)** prompt is displayed.



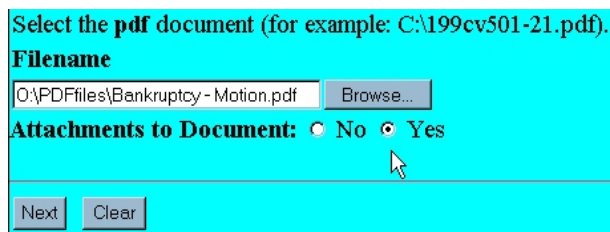
- ◆ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ◆ Click **Next** to continue.

**STEP 5** The **Select the Party** screen displays.



- ◆ Click on the filing party's name or Add/Create New Party.
- ◆ Click on the **Next** button.

**STEP 6** The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach **Proposed Order** and other documents, (e.g. an exhibit, appendix)
  - ▶ Click on the radio button next to '**Yes.**'
  - ▶ Click on the **Next** button.

**STEP 7** The **Select one or more attachments:** screen displays. All pleading exhibits must be attached at this time.

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

O:\PDFFiles\Bankruptcy - Proposed Or... Browse...

2) Select a document type and/or enter a description.

Type	Description
Proposed Order	Granting Motion to Withdraw Rate

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

Remove from List

Next

- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button.

**STEP 8** The **Certificate of Service** screen displays.

With Certificate of Service? y or n: y

Next Clear

- ◆ Type in the name of the party for whom you are withdrawing as attorney.
- ◆ Type in a lowercase 'y' if the motion contains a Certificate of Service.
- ◆ Click on the **Next** button.

**STEP 9** The **Fee** screen displays showing the amount to be charged to your credit card.

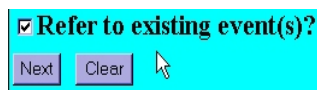
If paying by credit card do NOT enter a receipt number.

Receipt #: Fee: \$150

Next Clear

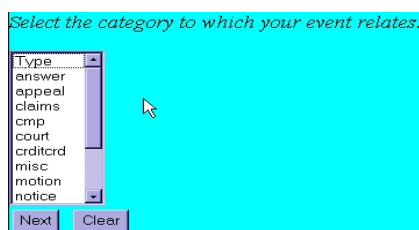
- ◆ Click on the **Next** button.

**STEP 10** The **Refer to existing event(s)** screen displays.



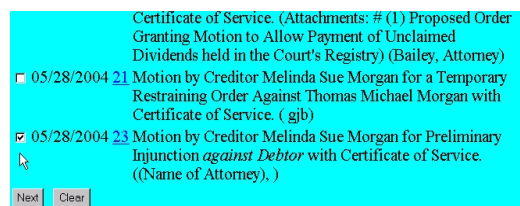
- ◆ Click on the box.
- ◆ Click on the **Next** button

**STEP 11** The **Select Category** screen displays.



- ◆ Scroll through the available options to locate the category of choice. Click on the category to highlight. If you do not know the category, left-click on your mouse, drag down list to highlight all categories.
- ◆ Enter a date range if necessary.
- ◆ Enter a range of documents if necessary.
- ◆ Click on the **Next** button.

**STEP 12** The **Select the Appropriate Event(s)** screen displays.



- ◆ Click in the box of the related event.
- ◆ Click on the **Next** button.

**STEP 13** A **Verification** screen displays. Verify the accuracy of the case name and case number, then click on the **Next** button.



**STEP 14** The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.

- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries or to abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

**STEP 15** The **Summary of Charges** screen displays listing this charge and all other outstanding charges.

Date Incurred	Description	Amount
2004-05-28 13:52:05	Motion to Withdraw Reference(2:03-bk-20820) [motion.mwdref] ( \$150.00)	\$ 150.00
		Total: \$ 150.00

- ◆ Clicking on **Pay Now** will generate the charge to your account as a single charge to your account.
- ◆ Clicking on **Continue Filing** will tally your charges to allow you to make a single charge for multiple filings.

**STEP 16** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.